

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Financial Analyst

LOCATION: St. Thomas/St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: January 26, 2018

Starting Salary: \$44,511.00 - \$64,797.00 EC:27

Union: Support Staff (AFT)

DESCRIPTION

This is top level supervisory accounting work, involving auditing of financial transactions and maintenance of accounts records. An employee in this class receives administrative supervision from the head of a department, agency or designee; supervisor allows employee to define own work assignments within broad guidelines. Participates in studies to improve the operational and financial effectiveness of the unit and extracts financial data from various accounting and information systems. Performs financial and cost accounting analysis of data. Utilizes knowledge of the Department of Education's financial accounting systems. Work is reviewed for conformity with established laws, rules and regulations also analysis of reports submitted.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Assists in the analysis of financial data and extracts and defines relevant information;
- Interprets data for the purpose of determining past financial performance and/or to project a financial probability;
- Reviews cost and performs cost benefit analysis related to projects and/or programs;
- Performs statistical, cost, and financial analysis of data reported in the various financial systems;
- Develops financial reports for forecasting, trending, and results analysis;
- Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles;
- Interprets financial transactions and events for users who must make economic or business decisions;

- Applies a working knowledge of applicable laws and regulations; verifies documents for completeness and compliance with government and private agencies;
- Uses various software applications such as spreadsheets, relational databases, statistical packages and graphic packages to assemble, manipulate and/or format data and/or reports;
- Supervises and directs accountants in effective performance of their duties;
- Involved in the preparation of detailed auditing and financial reports and preparation of annual budgets;
- Performs other related duties;

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of the practices and principles of accounting and supervision;
- Knowledge of the provision of the accounting manual of the Government of the Virgin Islands as they relate to recording and reporting of fiscal transaction;
- Knowledge of Generally Accepted Accounting Principles, theories, practices and their application to a wide variety of transaction involved governmental accounting;
- Knowledge of spreadsheets, word processing software, computer applications related to the work, accounting software and willingness to learn and use accounting and financial reporting software;
- Knowledge of procedures, modern office practices, and basic office management, business language and arithmetic;
- Ability to prepare technical, financial and auditing reports and correspondence;
- Ability to express oneself clearly and concisely;
- Ability to express oneself orally and in writing;
- Ability to apply and adapt established methods in accounting transactions;
- Ability to communicate effectively, courteously, interpersonally and organizationally;
- Ability to perform detailed work involving written and numerical data, and to make arithmetical calculations rapidly and accurately;
- Ability to organize own work, setting priorities and meeting critical deadlines
- Ability to supervise the work of a small group of employees.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Finance, Accounting or a related field from a recognized college or university with two years of experience as a financial advisor or cost accountant;
- Semester credits in Accounting to include 15 credits in accounting/bookkeeping and six (6) years of progressive experience in government.

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package to careers@doe.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

*Travel, transportation and relocation expenses are not authorized by this position.
Any travel, transportation and relocation expense associated with reporting for duty
in this position will be the sole responsibility of the selected candidate*
